



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**STAFF SERVICES MANAGEMENT AUDITOR or  
ASSOCIATE MANAGEMENT AUDITOR**

**\$2,902 - \$4,363 or \$4,316 - \$5,247**

**INTERNAL AUDITS UNIT  
SACRAMENTO/SAN FRANCISCO**

**RESPONSIBILITIES:** Under the direction of the Chief, Ethics and Operational Compliance Office, the incumbent is responsible for independently providing on-going auditing and analysis of the Conservation and Liquidation Office (CLO) internal control environments. The incumbent researches, evaluates, and develops improvements for internal controls in the areas of accounting, program procedures, and information technology. The incumbent will also issue reports and make recommendations to the California Department of Insurance and CLO. This position could be headquartered in Sacramento or San Francisco with weekly travel required between these departmental locations.

**DESIRABLE QUALIFICATIONS:**

- Demonstrated experience in performing auditing and analytical assignments;
- Knowledge and experience with governmental accounting and IIA auditing standards;
- Personal computer experience including word processing, spreadsheet and database applications;
- Strong verbal and written communication skills;
- Good interpersonal skills;
- Ability to work independently as well as a team player;
- Flexibility and willingness to perform a variety of assignments; and
- Willingness to travel.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Associate Management Auditor level, those within transfer range, or those with list eligibility in Sacramento or San Francisco. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Janie Lee, Department of Insurance-Human Resources, 300 Capitol Mall, Ste. 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF SERVICES MANAGEMENT AUDITOR, # 413-194-5841-CLO or ASSOCIATE MANAGEMENT AUDITOR, #413-194-4159-901" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

**FINAL FILING DATE:** April 22, 2005 or until filled

**NOTE:** Interested individuals must submit their application by the final filing date in order to be considered for this position. List eligible candidates that receive an Employment Inquiry (Std. 628) notice must return the Std. 628 as instructed on the notice in order to be considered. Failure to return the Std. 628 will result in the candidate not being considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**